

Commonwealth of Virginia
 Department of Professional and Occupational Regulation
 Post Office Box 29570
 Richmond, Virginia 23242-0570
 (804) 367-8526
www.dpor.virginia.gov



Real Estate Board

FIRM LICENSE APPLICATION

Fee \$270.00

A check or money order payable to the TREASURER OF VIRGINIA, or
 a completed credit card insert must be mailed with your application package.
APPLICATION FEES ARE NOT REFUNDABLE.

1. Firm Name _____
2. Trade (or Fictitious) Name * _____
 * All trade/fictitious names must also be registered with the Virginia State Corporation Commission.
3. Federal Employer Identification Number -
4. Street Address (PO Box not accepted) _____
 City, State, Zip Code _____
5. Mailing Address _____
 City, State, Zip Code _____
6. Telephone & Facsimile Numbers () - () -
 Telephone Facsimile
7. Virginia Street Address (if applicable) ** _____
 City, State, Zip Code _____
 *** Out-of-state real estate firms applying for a Virginia license must report the physical location of the Virginia office.
8. Type of business (select only **one**)
 Sole Proprietorship (Non-Broker Owned) ☐ *Broker-owned sole proprietors are not required to file this application.*
 Partnership ☐
 Association ☐
 Limited Liability Company ☐
 Corporation ☐
9. Is the real estate firm authorized (in accordance with the laws of the Commonwealth of Virginia) to conduct business in Virginia?
 Yes ☐
 No ☐ **If no, this application cannot be processed.**

- Business entities trading under **fictitious** names must attach a copy of the certificate filed with the clerk of the court in the locality where business will be conducted.
- Partnerships should attach recording data or a certificate of partnership issued by the Virginia State Corporation Commission (SCC).
- All corporations and limited liability companies (including out-of-state businesses) who wish to conduct business in Virginia must register with the Virginia State Corporation Commission prior to applying for licensure with the Virginia Real Estate Board.
- All trade/fictitious names must be registered with the Clerk of the Court and then with the Virginia State Corporation Commission.

<i>Licensing section use only:</i>		SCC Registration No.	Issue Date	Active?	Y	N
Trade Name Registered: Yes <input type="checkbox"/> No <input type="checkbox"/>		Date:				

OFFICE USE ONLY	DATE	FEE	CLASS OF FEE	LICENSE NUMBER <div style="font-size: 24pt; font-weight: bold; text-align: center;">0 2 2 6</div>	ISSUE DATE
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- EVERY MANAGING MEMBER WHO ACTIVELY PARTICIPATES IN THIS FIRM'S VIRGINIA BROKERAGE BUSINESS MUST HOLD A LICENSE AS A VIRGINIA REAL ESTATE BROKER.

Full Name (print name)	Member (yes or no)	Managing Member (yes or no)	Virginia Real Estate License No.
			License No.
			License No.
			License No.
			License No.

- EVERY OFFICER WHO ACTIVELY PARTICIPATES IN THIS FIRM'S VIRGINIA BROKERAGE BUSINESS MUST HOLD A LICENSE AS A VIRGINIA REAL ESTATE BROKER.

Full Name (print name)	Officer's title or Shareholder	Virginia Real Estate License No.
		License No.
		License No.
		License No.
		License No.

- or partner of your business below:

Full Name (print name)	Sole Proprietor (yes or no)	Partner of Partnership (yes or no)	Virginia Real Estate License No.
			License No.
			License No.
			License No.
			License No.

14. Principal Broker's (10-digit) Virginia Real Estate License Number _____

15. Has your principal broker ever been subject to a disciplinary action imposed by any (including Virginia) local, state or national regulatory body?

No ☐

Yes ☐ If yes, please provide a certified copy of the final order, decree or case decision by a court or regulatory agency with lawful authority to issue such order, decree or case decision.

16.A. Has your principal broker ever been convicted or found guilty, regardless of the manner of adjudication, in any jurisdiction of the United States of a **misdemeanor involving moral turpitude, sexual offense, drug distribution or physical injury** within the past five years there being no appeal pending therefrom or the time for appeal having elapsed? *Any plea of nolo contendere shall be considered a conviction.*

No ☐

Yes ☐ If yes, list the misdemeanor conviction(s). Attach the original criminal history record and any other information you wish to have considered with this application (i.e., information on the status of incarceration, parole or probation; reference letters; documentation of rehabilitation; etc.). If necessary, you may attach a separate sheet of paper.

16.B. Has your principal broker ever been convicted or found guilty, regardless of the manner of adjudication, in any jurisdiction of the United States of **any felony** there being no appeal pending therefrom or the time for appeal having elapsed? *Any plea of nolo contendere shall be considered a conviction.*

No ☐

Yes ☐ If yes, list the felony conviction(s). Attach the original criminal history record and any other information you wish to have considered with this application (i.e., information on the status of incarceration, parole or probation; reference letters; documentation of rehabilitation; etc.). If necessary, you may attach a separate sheet of paper.

17. Has your principal broker ever violated the fair housing laws of any jurisdiction?

No ☐

Yes ☐ If yes, list the violation and attach a certified copy of the final order, decree, case decision or conciliation agreement by a court or regulatory agency with lawful authority to issue such order, decree, decision or agreement.

18. I, the undersigned, certify that the foregoing statements and answers are true, and I have not suppressed any information that might affect the Board's decision to approve this application. I will notify the Department if the principal broker is subject to any disciplinary action or convicted of any felony charges, misdemeanor charges or fair housing violations (in any jurisdiction) prior to receiving the requested license. I also certify that I understand, and have complied with, all the laws of Virginia related to real estate licensure under the provisions of Title 54.1, Chapter 21 of the *Code of Virginia* and the *Virginia Real Estate Board Regulations*.

Signature of Principal Broker or Owner

Date

APPLICATIONS AND SIGNATURES MUST BE ORIGINAL. FAXES AND COPIES WILL NOT BE ACCEPTED.